

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

COMPUTER PROCTOR

QUALIFICATIONS:

- (1) Associates degree or 60 college credits or a passing score on the Florida Para Professional test.
- (2) Instructional or supervisory skills desired.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated skills in hardware and software use. Knowledge of computer applications. Ability to relate to people in a positive manner. Demonstrated skills in effective written and oral communications. Ability to organize and prioritize. Knowledge of group dynamics. Knowledge of student management techniques.

REPORTS TO:

Principal

JOB GOAL

To maintain a program of computer education that will enhance student learning and improve instruction through the use of technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Enroll students into instructional programs according to guidelines for program or classroom requirements.
- * (2) Train students to operate terminals.
- * (3) Provide data on student progress as requested by teachers or administrative personnel.
- * (4) Provide a stimulating atmosphere which encourages and reinforces student interaction with computer instructional program.
- (5) Work cooperatively with school and curriculum office personnel.
- (6) Attend workshops or meetings as requested.
- (7) Serve as a contact for computer maintenance if required.
- * (8) Use effective, positive interpersonal communication skills.
- (9) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

COMPUTER PROCTOR (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Salary Lane: Support LDZ